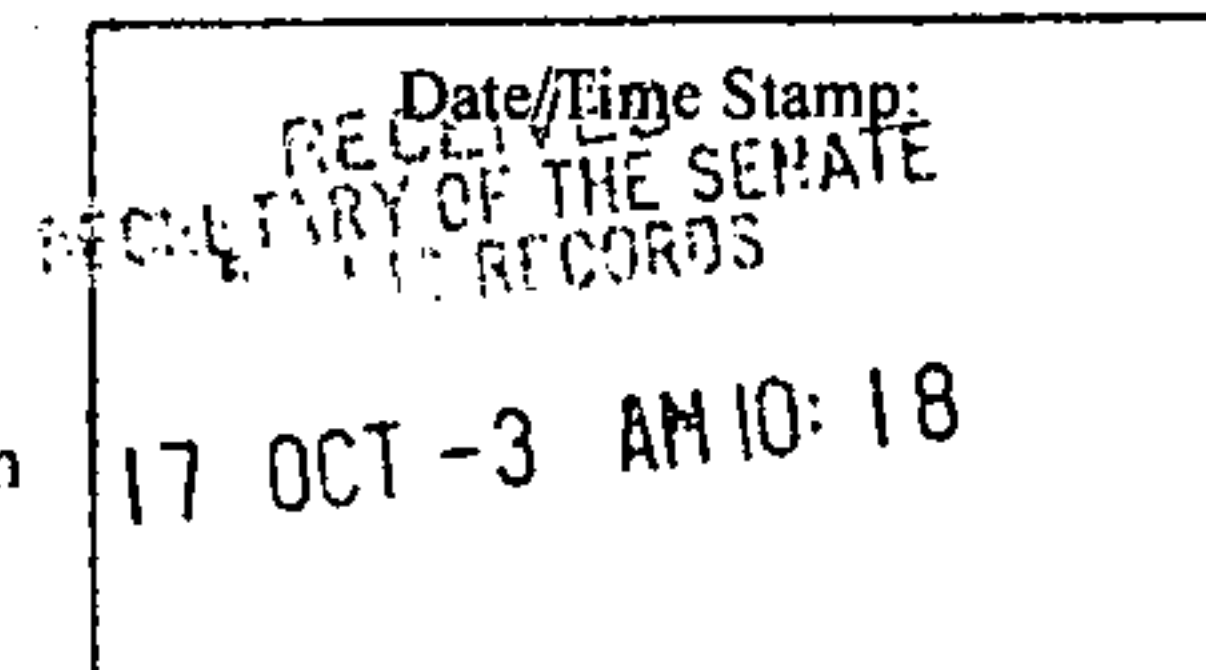


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Pew Charitable Trust

Travel date(s): September 15-17, 2017

Name of accompanying family member (if any): not applicable

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$23.53	\$286.	\$112.	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

The agenda and conference schedule is attached.

10/2/17

10/2/17
(Date)

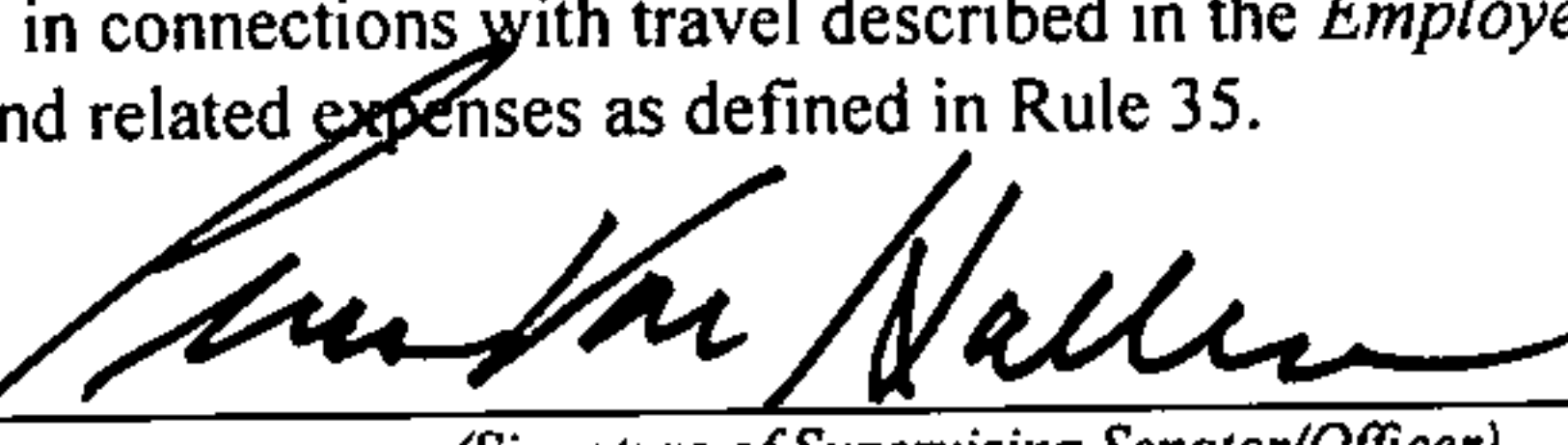
KAREN A. ROBB
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10-2-17
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Karen A. Robb

Employing Office/Committee: Senator Van Hollen ETHIC AUG14'17PM 2:57

Private Sponsor(s) (list all): The Pew Charitable Trust

Travel date(s): September 15th-17th 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Richmond, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This conference will provide management training for Senate Chiefs of Staff and facilitate greater bipartisan relationships.

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/14/17

(Date)

Karen A. Robb

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Chris Van Hollen

(Print Senator's/Officer's Name)

hereby authorize

KAREN A. Robb

(Print Traveler's Name)

I can employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒ A

8/14/17

(Date)

Chris Van Hollen

(Signature of Supervising Senator/Officer)



Bipartisan Senate Chiefs of Staff Conference

Richmond, Virginia | September 15-17, 2017



Conference Schedule

Friday, September 15, 2017

- 2:30pm Depart Union Station via Amtrak 95 (coach fare)
- 5:15pm Arrive Main Street Station, Richmond
- 5:30pm Travel via bus to Jefferson Hotel, 101 W. Franklin Street
- 5:40pm Arrive Jefferson Hotel, check in (GSA per diem rate)
- 7:30-9:30pm Dinner with keynote speaker **Historian Alexander Rose**, author of *Washington's Spies: The Story of America's First Spy Ring* (now the TV show "Turn: Washington's Spies"). Review agenda and goals of conference. (Empire Room)

Saturday, September 16, 2017

- 8:30-9:30am Breakfast at your leisure, Jefferson Hotel (Rotunda)
- 9:30-11:30am **Breakthrough Communication: Navigating High-Stakes Conversations, Peter and Susan Glaser**
Communication skills are the first step in developing strong relationships, making quality decisions, and creating high performance teams. But, most importantly, communication can serve as a tool to constructively manage conflict. This training is rooted in the Glasers' 39 years of field-tested and published research on interpersonal communication and leadership development. Participants learn communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change. (Grand Ballroom)
- 11:30am-12:00pm Break
- 12:00-1:15pm Lunch with speaker **Larry Sabato**, the University of Virginia. (Ginter Gallery)
- 1:15-2:30pm **State of the News Media, Amy Mitchell, Pew Research Center**
Eight years after the Great Recession sent the U.S. newspaper industry into a tailspin, the pressures facing America's newsrooms have intensified to nothing less than a reorganization of the industry itself, one that impacts the experiences of even those news consumers unaware of the tectonic shifts taking place. Amy Mitchell will brief chiefs on the annual "State of the News Media" report and its implications on public policy. (Grand Ballroom)

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2:30-2:45pm **Break**

2:45-3:45pm **How Technology, Robotics and Automation May Affect the U.S. Economy in the Future, David Pogue, Yahoo Technology**
David Pogue is the tech critic for Yahoo Finance, and was previously the personal-technology columnist for the New York Times for 13 years. He's also a monthly columnist for Scientific American and host of science shows on PBS's "NOVA," and a correspondent for "CBS Sunday Morning" since 2002. (Grand Ballroom)

6:00pm Buses depart for Governor's Mansion

6:15pm Arrive Governor's Mansion, Capitol Square

6:30-8:00pm Reception - Remarks by Gov. Terry McAuliffe

8:00pm **Buses Depart for Jefferson Hotel**

Sunday, September 17, 2017

8:00-9:00am **Breakfast at your leisure, Jefferson Hotel - Bag Call (Empire Room)**

9:05-9:15am Greeting from Senator Tim Kaine (Grand Ballroom)

9:15-10:15am **It's the Economy - Bill McInturff, Public Opinion Strategies, and Geoff Garin, Hart Research**
Pollsters McInturff and Garin will explore Americans' attitudes and views regarding jobs, the economy and the current state of the "American Dream" to better inform chiefs of staff as they tackle legislation in these areas. (Grand Ballroom)

10:15-12:00pm **Presidential Recordings – The Executive/Legislative Branch Relationship Through History, Marc Selverstone, the Miller Center at UVA**
To assist chiefs in gaining a better understanding of effective working relationships between the legislative and executive branches, this session will explore the interactions between the president and Senate leadership over the years through the Miller Center's exhaustive collection of Oval Office recordings from Kennedy through Nixon. (Grand Ballroom)

12:00pm **Pick up box lunches**

12:15pm Buses depart Jefferson Hotel for Washington

3:00pm (approx.) Arrive Union Station parking garage